

**DESCRIPTION POLICY OF THE NATIONAL
LIBRARY OF FINLAND**
“Identifiable and user-friendly material”

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1. Descriptive metadata

Descriptive metadata is the key to information for those who seek it. It is possible to enrich and utilise metadata across organisational and national borders through the online publishing of international standard and data model-based metadata.

Bibliographic description has evolved from collection-specific book catalogues to inter-library reference databases and union catalogues described in accordance with international description standards. Union catalogues facilitate material location and basic data searches. Standardised national bibliographies and other library databases also enable the distribution of publication description records.

Libraries, especially national libraries, produce reliable and authorised metadata, such as person, place and publication names. With the help of the Semantic Web and state-of-the-art data modelling, considerably more detailed material descriptions that provide users with dynamic, global and connected metadata will replace the current database and record environment. Existing metadata and metadata elements will be expanded, linked and supplemented with new metadata, and connections will be created between separate elements. End users will be able to access online metadata according to their needs and viewpoints.

The National Library of Finland is a strategic operator organising descriptive metadata.

The National Library of Finland is building a high-quality, cost-effective national production environment of descriptive metadata and a related database. The National Library generates nationally consistent and semantically commensurable metadata based on functional data modelling (RDA, Resource Description and Access standard). The National Library publishes descriptive metadata online for the benefit of end users.

2. Definition and protocol of description assignment

The description policy defines the principles of description for all library material.

The description policy separately defines the responsibilities of the National Library as a producer of the National Bibliography of Finland, including the National Discography of Finland. This includes control of Finnish publishing output (i.e. responsibility for the bibliographic description of Finnish publications).

The description policy defines the objectives of description in order to:

- facilitate data retrieval and material availability
- ensure the possibility of interorganisational sharing of bibliographic and authority records
- ensure the possibility of international sharing of bibliographic and authority records
- improve description work efficiency and cost effectiveness

The National Library guarantees the maintenance and continuous development of its description expertise.

The description policy takes into account the guidelines for describing library collections previously defined in the National Library collection, preservation and digitisation policies.

Description must be independent of systems and format.

The description policy does not specify information storage format, software or systems. However, the full utilisation of descriptive metadata and the development of description to comply with the demands of digital information distribution set new requirements for future data storage and distribution systems.

2.1. What is description?

Description refers to the identification, bibliographic description, subject cataloguing and authority control of an object.

The object of description is usually a publication or a publication part, but may also be a work or part of a work, an unpublished document or a content entity. In a virtual environment, the object of description can take diverse forms of 'content' and related context. Library material description is entering a new kind of data modelling system based

on entities and the relationships between them. The description policy refers to objects of description as documents or entities.

Bibliographic description refers to a set of bibliographic information for the identification of a document (object of description).

The purpose of authority control is to identify and assemble data. Identification helps to distinguish persons or corporate bodies of the same name. In addition to the definition of the authorised form of an access point, references will be made to any variant forms of a name. Also, different personal identities (e.g. real name and pseudonyms) as well as current and previous corporate body name formats will be linked. Thus, multiple versions of publications can be collocated together under uniform titles.

Identifiers, combined with metadata, support the identification, processing and retrieval of publications. Identifiers serve to identify and link entities together. Identifiers also assemble the metadata elements related to an entity. Including global identifiers (e.g. ISTC, ISNI, ISBN, ISSN) and permanent web publication identifiers (URN) in linked data improves metadata connections and increases metadata reliability.

The objective of description is to enable the retrieval, identification, selection, locating and acquisition of the desired material.

2.2. Description standards, recommendations and guidelines

Description employs international and derived national standards.

The objective of description is the transferability and usability of information between libraries, countries and systems. A description is made only once, and information is nationally and internationally shared after its completion.

The National Library takes part in the development of international cataloguing principles, rules and other description-related standards. The National Library is responsible for having these translated into Finnish, for implementing their Finnish applications, and for promoting awareness of and compliance with these principles in Finnish libraries.

The description work of the National Library complies with the following standards, rules, instructions and recommendations:

Statement of International Cataloguing Principles by IFLA Cataloguing Section and IFLA Meetings of Experts on an International Cataloguing Code.

These principles are based on global cataloguing tradition and the Functional Requirements for Bibliographic Records (FRBR) conceptual data model. The purpose of cataloguing principles is to direct the development of cataloguing rules and related authority records in order to achieve maximum global uniformity in the structure of bibliographic description. These principles can be applied to library, archive, museum and other corporate body bibliographies as well as other files. Their objective is to create a consistent approach to subject cataloguing and the description of all types of bibliographic material. The National Library has co-operated with an international group of experts that regularly studies these principles and suggests improvements where necessary.

Finnish cataloguing rules

Bibliographic description in Finland (i.e. Finnish cataloguing rules) is based on the international ISBD (ISBD = International Standard Bibliographic Description) description standard. The regulations, compiled for different types of material, *have been updated and published/adopted* on the National Library website under *Kirjastoaineistojen kuvailusäännöt* (available in Finnish). The updates are based on the Consolidated ISBD (2011) rules, the updated English-language regulations approved by the IFLA Cataloguing Section. The new description rules have combined the regulations governing the description of different material types into a single standard, thereby simplifying regulations regarding the selection of information sources and mandatory information, as well as more thoroughly incorporating digital publication and new conceptual modelling principles.

Part two of the Finnish cataloguing regulations, entitled *Hakutiedot (Access points)*, provides rules for defining publication authors by specifying how to form the authorised form of a name. Authorised name forms may also apply to publication titles.

The National Library will replace these ISBD and AACR regulation-based description practices with the *RDA standard* (Resource Description and Access). The RDA standard was created with digital material and online environments in mind. The RDA description and access point instructions are based on data modelling theory (FRBR, FRAD and FRSAD), which determines the objects of interest (entities) of the information seeker and the related descriptive information (attributes), as well as any relationships between entities. These relationships provide the user with data on, for example, different editions, translations and physical layouts of a publication.

Subject cataloguing

The National Library subject cataloguing system is based on controlled index term lists. The National Library, in co-operation with other libraries, archives and museums, maintains and further develops the following index term lists in the form of thesauri: *YSA* (the General Finnish Thesaurus) and *MUSA* (the Finnish Music Thesaurus) as well as their Swedish-language equivalents *Allärs* (Allmän tesaurus på svenska) and *CILLA* (Specialtesaurus för musik).

Cataloguing records in different languages and based on different term lists also serve to extract complete cataloguing records from other databases.

The National Library employs the *UDC (Universal Decimal Classification)* system and the *YKL classification scheme for Finnish public libraries* in National Bibliography of Finland-related work and National Collection-related classification; both systems are adaptations of international classification standards.

In the Semantic Web environment, ontologies and other machine-readable vocabularies improve the retrieval of documents with linked content. The National Library has participated in the National Semantic Web Ontology Project in Finland (FinnONTO, 2003–2012). The derived General Finnish Ontology (YSO) is based on the General Finnish Thesaurus. The National Library will probably co-ordinate ontology development in co-operation with special ontology producers and promote ontology use, especially in digital material description. Employing ontologies in description would also make it possible to semantically harmonise data and databases generated by public administration organisations through a joint concept system.

3. Description policy as a tool of strategic management

Bibliographic description and generation of metadata are National Library core responsibilities and strategic foci.

The National Library contributes to description infrastructure by providing descriptions of its collections and developing description tools for general use.

The National Library is responsible for generating comprehensive, up-to-date, high-quality, reliable and authorised bibliographic data on Finnish publications.

It is the responsibility of the National Library to promote awareness of its unique collections, which are classified as national-level research infrastructure, and to provide data content on the basis of collections for research and private use by citizens.

Comprehensive descriptions of the extensive materials of the National Library collection should be available in order to ensure the full usability of material. Achievement of this goal will require a long-term plan. Such a plan must include the utilisation of technologically advanced automatic metadata generation methods, network data generation resources and publicly available metadata.

Descriptive metadata is an indispensable digital library infrastructure.

Exponential growth in the number of publication, newly transformed publishing and production methods, and changes related to libraries' operational environments, digital library services, and the entire data environment have all contributed to the significance of descriptive metadata. Co-operation and decentralisation, both nationally and internationally, are generating ever-increasing amounts of metadata with tools developed in a network environment. Another method of promoting collection usage in a network environment is to digitise collection catalogues currently in paper format and to publish them through the National Library's digital library services.

The National Library is a responsible metadata description expert and developer.

The National Library provides guidance, training, tools and services for metadata production by libraries, memory institutions and other information chain operators. Developing description standards, data storage formats and system functions that correspond to the requirements of modern libraries and the entire information chain is important for the full utilisation of metadata.

Goal: social production and open distribution of metadata

The National Library promotes the shared use of descriptive metadata through the online publication of metadata and through the development of social metadata production methods. The goal is to achieve the cost-effective production, enrichment and interorganisational exploitation of metadata.

Description and metadata expertise are core competencies of the National Library and require continuous maintenance and development. Future metadata experts must be competent in comprehensive material description, authority data work and content description. Central areas of expertise include knowledge of data model theory, standards, data retrieval mechanisms and information technology. In addition to description knowhow, these experts must possess good general knowledge, an understanding of cultural and content contexts, and versatile language skills.

When the data modelling-based RDA standard is adopted for data description use in 2014, work in the field will require not only versatile skills, but a whole new way of thinking as well.

Generating centralised metadata services as well as managing and co-ordinating decentralised production require a high level of competency from the National Library.

4. The National Library of Finland as an international development operator

The National Library is an active developer of descriptive metadata-related standards, international instructions, and recommendations. The National Library is a member of international development organisations, taskforces and expert networks. The work requires continuity, persistence and adequate resources. Through participation in international co-operation, the National Library can ensure that development meets the needs of Finnish libraries. International co-operation also helps participating personnel to develop their skills.

Distributing the ideas of international taskforces on a local level as well as discussing and distributing future practices to other description organisations is one of the central responsibilities of the National Library. Combining national expertise, avoiding overlapping development work and utilising interorganisational development work is vital to development.

5. The National Library of Finland provides guidance and support

The description policy of the National Library provides guidelines for the whole field of library operations as well as for other memory institutions, the publication business, and the public administration as they develop their description practices in accordance with jointly set goals.

The quality and coverage of library, archive and museum data resources as well their cataloguing and description policies vary. From the viewpoint of promoting information availability, harmonising description policies and concepts related to data quality and coverage makes good sense. Shared description policies promote development toward new, semantically commensurable data modelling methods.

The Finnish steering group for bibliographic description is a joint development organ of the library network developing national bibliographic description rules in accordance with international standards, creating Finnish rules and related application instructions complete with examples for use throughout the entire library network, and providing information and training. The group follows international progress and issues statements and development recommendations to international development organisations.

The National Library is responsible for creating national description policies and guidelines that comply with relevant standards. The National Library provides guidance and support for description organisations to help them find customised local solutions that comply with national and, when possible, international standards.

The National Library authority database harmonises authority data on a national level and promotes the joint production thereof.

The use of identifiers, name authorities and uniform description practices is essential for data retrieval through joint services regardless of varying back-end systems of metadata production. Above all, National Library guidance promotes shared understanding between experts working in the field of data description.

The National Library is a mediator of description-related information and expertise and is actively involved in generating shared concepts and understanding. Part of the expertise of the National Library is in creating an overall view of data description and in providing guidelines for description by other libraries, such as in a national metadata repository production environment.

The National Library also provides system suppliers as well as other private publication and book industry operators with guidelines and instructions. Creating semantic metadata structures requires, for example, the goal-oriented and versatile development of joint description data for the book industry in co-operation with multiple operators.

Socially produced metadata (e.g. description data supplemented by citizens) will complete and enrich the metadata produced by description professionals. To ensure maximum utilisation of socially produced metadata in different memory institutions and data systems, shared guidelines must be created for this increasingly common method of metadata production.

6. The targets and fields of the description policy of the National Library of Finland

Efficient description makes library collections and materials readily available to the end user.

The description objectives of the National Library collection can be divided into the following categories:

- The National Collection, described in the the National Bibliography and Discography of Finland
- unique historical material and derived collections
- manuscript and archive material and collections
- The Research Collection
- material and collection reproduction entities (microfilmed and digitised material).

These materials also include born-digital material, e-publications and web publications whose description objectives comply with the above classification.

International objectives and quality criteria are available for National Bibliography-related work. The criteria are based primarily on global bibliographic control. The objective is for each country, nation and language zone to catalogue its national publications with joint

criteria, resulting in global coverage. The production of the National Bibliography is an essential part of the implementation of the Legal Deposit Act (known from 1 January 2008 onwards as *Laki kulttuuriaineistojen tallettamisesta ja säilyttämisestä*, or the Act on Collecting and Preserving Cultural Material), making national publications available to researchers and others who need them.

The National Library's responsibility for high-quality, normative description methods and levels also applies to library collections consisting of unique material related to the National Library, the University of Helsinki and its predecessors, and historical events in Finnish history. Such collections include the National Library historical collections as well as numerous special collections, including the Manuscript Collection.

Growing national and international co-operation between libraries is being utilised to expand the Research Collection and to pursue the more extensive exchange of description information exchange. In fact, over 70% of the description data on literature acquired through purchase or exchange is extracted.

6.1 Activity related to the National Bibliography of Finland

The National Library is responsible for the bibliographic control of Finnish publications and for ensuring citizens' unrestricted access to annual reference data on Finnish literary and audio publications. This information is compiled into the National Bibliography and Discography, which consist primarily of legal deposit copies.

The National Bibliography and Discography are expected to provide a comprehensive overview of Finnish publications, which sets special requirements for bibliographic description. This description utilises international and derived national description regulations and standards related to bibliographic content and presentation structure. Over the years, National Bibliography-related work has generated its own foci and extensions to describe the specific features of Finnish publication operations and to improve data usability.

Users of the National Bibliography include libraries, book and music stores, the publishing industry, funders, parties requiring statistical information, copyright organisations and all who need bibliographic data in their work or spare time.

The National Library's status as a producer of statistical information for national and international use also places additional requirements on description work.

The National Bibliography and Discography metadata must maintain consistent quality in order to enable reliable research performed on its basis (e.g. time series analysis). Uniform author name formats, consistent content descriptions, and consistent classification practices improve information comparability. Music material also requires publication-specific descriptions of recording collections, including the normative recording of author/work.

The National Bibliography of Finland is a central working environment for the development and implementation of the National Library's versatile metadata expertise. The National Library promotes the versatile exploitation of bibliographic data, particularly metadata transfer and exchange in different formats. Detaching individual data elements from their context to form new entities is also growing in importance. Compliance with metadata standards promotes two-way data transfer: receiving metadata from partners and providing different operators with self-produced metadata.

In connection with National Bibliography-related work, the National Library maintains, shares and supervises a significant part of publishing industry and music identifiers and related metadata.

A future development challenge is the integration of central description work elements as well as person and corporate body names into the open, linked international data environment and, in return, exploiting data available in that environment. Because of its ability to provide high-quality metadata and bibliographic information control, the National Bibliography is the most suitable environment for the initial testing and application of new description standards and data modelling methods that support a digital environment.

6.2 Description of National Library collections

Description of historical collections

The National Library historical collections include:

- all literature printed prior to 1800
- historically significant private libraries being preserved in their entirety
- autonomy era (1828–1917) deposit copies from the Russian Empire – printed literature in non-Slavic languages: Arabica, Armeniaca, Caucasica, Estonica, Georgica, Hebraica, Lettonica, Lithuanica, Persica, Russica and Turcica.

The description of historical collections requires special expertise in literary history and the description of old books, as well as versatile language skills. The National Library maintains the analytical bibliographic expertise necessary for book historical research. Existing metadata and the services of rare language and culture experts are utilised in the description of all historical collection publications.

The description of non-Slavic and Western European-language special collections requires extensive knowledge of rare languages and can only be carried out gradually in connection with separate research and digitisation projects.

Hand-printed books require special expertise and description. Identifying hand-printed books usually requires an investigation of the entire edition history of a book as well as its description as a historical artefact. In Finland, only the National Library has hand printing-era collections sufficient to develop and generate guidelines for describing old books (1450–1800).

Describing archive material description

The National Library Manuscript Collection comprises personal and corporate body archives and manuscripts related to Finnish educational and intellectual history. The library continuously expands the collection with materials related to music, education, intellectual history and the University of Helsinki.

The archives form document entities comprising multiple levels and various networks of relationships. Consequently, they require multilevel description which aims for the intellectual management of the archive entity, including material availability and placement in the correct context. In archive description, the description of individual documents is replaced with subject cataloguing based on the objectives of the archive creator, and the archive compilation process, as well as the analysis and presentation of the document material. Any publicity or user-right information is an essential part of the description data.

The material description of the National Library archive collections complies with the instructions of the National Archives Service. The description utilises the cataloguing regulations published by the National Archives Service (1997) and based on the international description standards of the ICA.

However, changes in operational environment and user needs drive the constant evaluation and development of description practices. The Manuscript Collection comprises highly versatile archive material whose description requires the exploitation of standards such as the RDA. Development work is conducted in co-operation with the National Archives Service.

Description of the expanding Research Collection

International and domestic description regulations and standards are utilised in the description of foreign materials. The General Finnish Thesaurus is used for subject cataloguing.

A significant tool for describing the expanding Research Collection is cataloguing through extraction. Description data are acquired from other library databases in Finland and abroad. The extracted records undergo only the necessary changes, supplementations and format and character conversions. The principle aims to manually change as little as possible. For example, the description language need not be changed or foreign descriptive catalogues eliminated. The exchange of description data between libraries is part of the rationalisation and effective functioning of library partnerships and activities.

Even though completed description data are available, some of the material must be catalogued from scratch. The original cataloguing percentage is 10–40%, depending on the nature, age and language of the material.

However, knowledge of description regulations and sufficient language skills are necessary for both cataloguing material extracted from abroad and original cataloguing. Both professional skills and general knowledge are required for familiarisation with Finnish

practices regarding the authorised forms of access points. Content description and the evaluation of index terms from other databases also require sufficient knowledge of the theme and collections in question.

The National Library is a centre of excellence for Cyrillic cataloguing. The National Library can provide special expertise for recording and searching conducted in the Cyrillic alphabet. The library shares its Cyrillic recording expertise with other organisations.

6.3. Description of material to be digitised

Through digitisation, the National Library ensures more extensive availability, usability and continued use of its collections irrespective of time and space, while adhering to the limits of copyright.

Through digitised material description, the National Library promotes the bibliographic and content description of documents as well as the individual identification, visibility, searchability, availability and usage of material in a virtual environment.

Existing descriptive metadata are used in digitisation. The library has opted for a two-record model, which means that the original document and the derived digital copy both have their own descriptions; the two are linked. Permanent identifiers and a link between the original, the digital copy and any other component parts are created during digitisation.

During digitisation, one can divide publication entities into component parts through “structuring” and add component part-specific metadata to improve material usability in a digital environment.

Supplementary descriptive metadata are also generated during the digitisation process. In this way, the description of the original work can be enriched, improving the retrieval and availability of the original content in a virtual environment. This method can also help to create metadata for previously uncatalogued material (e.g. ephemera). Digital content analysis and description methods can be further developed with the help of automatic text analysis and language technology development, among others.

Linked data methods and permanent identifiers can help to combine digital documents and component parts into new, reliable entities of research material.

APPENDIX 1. Glossary

Access point – a name, term, code, etc., through which bibliographic or authority data are searched and identified.

Annotation – the systematic description, classification and structuring of material.

Attribute – a characteristic of an entity.

Authority control

Authorised form of name – the form of name chosen as the authorised access point for an entity, established and constructed according to rules and standards.

Authority record – a set of data elements that identifies an entity and can serve to facilitate access to the authorised access point for that entity or to the display of any access point for the entity.

Bibliographic description – a set of bibliographic data identifying a bibliographic resource.

Bibliographic record – a set of data elements that describes and provides access to a bibliographic resource and identifies related works and expressions.

Bibliographic resource – an entity within the realm of library and similar collections consisting of the products of intellectual or artistic endeavour. Bibliographic resources in the FRBR model include the following entities: work, expression, manifestation, and item.

Bibliographic universe – the realm related to the collections of libraries, archives, museums, and other information communities.

Controlled access point – an access point recorded in an authority record.

Corporate body – an organisation or group of persons and/or organisations that is identified by a particular name and that acts, or may act, as a unit.

Creator – a person, family or corporate body responsible for the intellectual or artistic content of a work.

Descriptive cataloguing – the part of cataloguing that provides both descriptive data and non-subject access points.

Entity – the intellectual or artistic realisation of a work (work, expression, manifestation or item): agents (persons, families or corporate bodies) responsible for the intellectual or artistic

content of a work, its production and distribution in physical format as well as its preservation. Work topics can also be classified as entities (work, expression, manifestation, item, person, family, corporate body, concept, object, event and place).

Identifier – a number, code, word, phrase, logo, device, etc., that is associated with an entity and serves to differentiate that entity from other entities within the domain in which the identifier is assigned.

Index term – an index language word chosen to describe a specific concept.

Index term list

Information chain

Manifestation – the physical embodiment of an expression of a work. A manifestation may be a collection of works, an individual work or a component part. A manifestation may embody one or several physical parts.

[Source: FRAD, modified per IME ICC]

Metadata

Ontology

Relationship – a specific connection between entities or their instances.

Subject cataloguing – the part of cataloguing that provides controlled index terms and/or classification numbers.

Thesaurus

Universal Bibliographic Control (UBC)

Work – a distinct intellectual or artistic creation (i.e. the intellectual or artistic content).

APPENDIX 2. Standards, rules and guidelines

Arkistojen kuvailu- ja luettelointisäännöt (*Archival description and cataloguing regulations, 1997*) – based on description standards of the International Council on Archives (ICA)

Suomalaiset luettelointisäännöt (Finnish cataloguing rules)

Kirjastoaineistojen kuvailusäännöt (Rules for the description of library materials, 2011)

YSA – The General Finnish Thesaurus

Allärs – Allmän tesaurus på svenska

MUSA – The Finnish Music Thesaurus

CILLA – Specialtesaurus för musik

UDC – Universal Decimal Classification

YKL – Classification system for Finnish public libraries

AACR2 – *Anglo-American Cataloguing Rules, 2nd ed.*

FRBR – Functional Requirements for Bibliographic Records

- <http://www.ifla.org/VII/s13/frbr/frbr.pdf>
- Scheme for functional classification
- Also related: **FRAD** (Functional Requirements for Authority Data) and **FRSAR** (Functional Requirements for Subject Authority Data)

FRAD – *Functional Requirements for Authority Data. A Conceptual Model*

FRBR – *Functional Requirements for Bibliographic Records*

FRSAD – Functional Requirements for Subject Authority Data

ISBD – *International Standard Bibliographic Description*

RDA – *RDA: Resource Description and Access*

ISBN International Standard Book Number – for persistent non-serial publications

ISSN International Standard Serial Number – for ongoing, serial publications

ISMN International Standard Music Number – for printed music

ISTC International Standard Text Code – a numbering system for text-based works that links together the different manifestations (published products) of a work

ISNI International Standard Name Identifier – an international identifier for person and corporate body names

METS - Metadata Encoding & Transmission Standard

- <http://www.loc.gov/standards/mets/>
- digital library object standard for encoding descriptive, administrative and structural metadata
- uses XML schema

URI - Uniform Resource Identifier

- <http://tools.ietf.org/html/rfc3986>
- sets general principles and basic structure for web identification systems (URL, URN, etc.)
- RFC 3986

URN - Uniform Resource Name

- <http://www.nationallibrary.fi/publishers/urn.html>
- a unique and persistent identifier of an electronic document
- RFC 2141

OpenURL

- http://www.niso.org/kst/reports/standards?step=2&gid=None&project_key=d5320409c5160be4697dc046613f71b9a773cd9e
- contains the data necessary for the distinction of an electronic publication
- data are transferred from the system (OpenURL source) used by the client to a linking service (OpenURL target) containing up-to-date information on the location of and access rights to the publication

ONIX

- <http://www.editeur.org/onix.html>
- an international standard developed by the publishing industry for the description and online mediation of product and publisher data in electronic format
- the new ISBN standard requires publishers to deliver work data in this format

UBC Universal Bibliographic Control

Regulations in use in Finnish libraries (March 2011):

Jatkuvien julkaisujen kuvailu (Description of persistent works, by the National Library of Finland and the national cataloguing steering group, 2007)

Monografioiden kuvailu (Description of monographs, by the National Library of Finland and the national cataloguing steering group, 2006)

Audiovisuaalisen aineiston kuvailu (Description of audio-visual material, by the working group for image and sound archive description, revised edition 1990)

Kartta-aineiston kuvailu (Description of map material, by the rule working group for the project KALSKE, 1989)

Elektronisen aineiston kuvailu (Description of electronic material, by the rule working group for electronic material description, 1999)

Vanhojen monografiajulkaisujen kuvailu (Description of old monograph publications, translation and adaptation to Finnish material by Sirkka Havu and Rita Nyqvist, 1993)

Nuottijulkaisujen kuvailu (Description of printed music, by the rule working group for printed music description, revised edition 1991)

Osakohteiden kuvailu (Description of component parts, by the rule working group for cataloguing, 1990)

The Finnish-language description regulations are based on the following original publications:

- ISBD(M), 2002 revision
- ISBD(CR), 2002 revision
- ISBD(NBM), rev. 1987
- ISBD(CM), rev. 1987
- ISBD(ER), rev. 1997
- ISBD(A), 1991
- ISBD(PM), rev. 1991
- Guidelines for the Application of the ISBDs to the Description of Component Parts, 1988

